



JOB DESCRIPTIONS

Sanitary/Solid Waste Laborer

Laborers perform pickup and disposal of residential household and landscape refuse. Duties may include operating vehicles and machinery. Candidates with a Commercial Drivers License (CDL) are preferred, or must have the ability to acquire a CDL.

Parks Horticulture Worker

Design, plant and maintain flower beds, landscapes, trees, shrubs and flowers. Job includes mulching, pruning and operating electrical and powered equipment such as vehicles, machinery, and mowers. Horticultural experience & training preferred.

Parks Lawn & Parks Maintenance Worker

Job includes general grounds maintenance and cleanup of various city-owned facilities, properties and right-of-ways, including Harrison Park Golf Course. Duties may also include operating electrical and powered equipment such as vehicles, machinery and mowers, setting up, moving and tearing down City property and equipment, and tending City grounds and landscapes. Horticultural experience and training preferred.

These temporary positions require a **high school diploma or GED, valid Illinois driver's license, and good verifiable work history**. The successful candidate must have a good driving record, be safety conscious, and **pass a background check and pre-employment drug test**.

Wage is \$8.50 - \$10.00 per hour – depending on skills, training and experience. No insurance benefits are available with these positions.

City of Danville Public Works Department employees who are hired after October 31, 2005 must live within the Danville City limits.

Applications

Completed applications may be deposited in the Main Lobby Application Deposit Box at the Robert E. Jones Municipal Building, 17 West Main Street, Danville, IL. 61832. Applications are also available in the lobby. If you have any additional questions you may call 217-431-2281.

During the months of March – November the City hires extra seasonal help. Workers are needed in various Public Works Divisions which includes Harrison Park Golf Course and Solid Waste. Applications are accepted after January 1st for that year's seasonal workforce.

The City of Danville is an EEO Employer



City of Danville, Illinois

Application for Part-Time, Seasonal and Auxiliary Employment

**Return To: Main Lobby Application Deposit Box
Robert E. Jones Municipal Building
17 West Main Street
Danville, Illinois 61832**

OFFICE USE ONLY		
Valid Illinois driver's license _____		
GED _____	HS Dip _____	>HS _____
BGCOUNTY _____	BGDPD _____	BGN _____

Telephone: (217) 431-2281 FAX: (217) 431-2237

Auxiliary Worker Positions are used in several City departments. Please indicate your preferences by numbering the following: (first Choice = 1, second choice = 2, etc.)

Solid Waste (Garbage truck) Laborer Parks Maintenance Laborer Pool Lifeguard
 Golf Course Maintenance Laborer Pride Grows Laborer Intern Other

Instructions: Please Print or Type. Applicant may attach resume and/or any other supporting documentation in support of this application. All documents should be on letter size paper (8 1/2" x 11"), and should read from the bottom or right side. Please staple the completed application and all documents in the upper left hand corner. Do not use binder, folder or presentation cover. Applicant's signature is required on the last page.

Applicant's Name:

First Name Middle Last Name Maiden or other Last Names used

Present Address:

No & Street Apt/Unit No City State Zip

Telephone: Home: (_____) _____ Work/Daytime: (_____) _____

Leave Message: (_____) _____ **When are you available to start:** _____

If you will be returning to school what is the last day you will be able to work? _____

Last 4 digits of your social security number: X X X - X X - ____ _

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the City of Danville that all persons are entitled to equal employment opportunities, and therefore, the City does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

CITY OF DANVILLE RESIDENCY REQUIREMENTS

Unless otherwise dictated by a Collective Bargaining agreement, employees of the City of Danville hired after January 1, 2008, must establish their principal place of residence within the corporate limits of the City. An employee of the City who successfully completes his or her probationary period of employment shall then have a period of 6 months to establish residence within the corporate limits of the City. Any employee of the City who shall fail to comply with the residency requirement shall be terminated.

DRUG FREE WORKPLACE POLICY

The Danville City Council has adopted a Drug Free Workplace Policy which requires all City of Danville employees to abide by the terms of the policy including, but not limited to, the fact that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in any City workplace and that actions shall be taken against any employee for violation of this prohibition. Employees who are required to hold CDL licenses are under a separate Drug/Alcohol Policy requiring periodic random testing. This policy specifies actions the City will take if employees in this classification violate this policy.

CITY OF DANVILLE CODE OF ETHICS

The City's Code of Ethics Policy requires that public officers and employees be independent, impartial and responsible to the people; that government decisions and policy be made within proper channels of the government structure; that the public office not be used for personal gain; and that the public have confidence in the integrity of its government. This Code establishes guidelines for setting forth those acts or actions that are incompatible with the best interests of the City.

IMPORTANT NOTE TO ALL AUXILIARY WORKER APPLICANTS: Each year the City employs part-time and/or seasonal workers in the Public Works/Parks Departments. The City uses an annual "Register of Applicants for Auxiliary Worker Positions" due to the large number of applications received. These positions do not include benefits but often are the first step in moving into full-time union jobs. Placement on the "Register" does not guarantee that an individual will be hired nor does it guarantee consideration by relative position on the Register. Applications are maintained for a full year (January through December).

General Questions for All Applicants: Complete this section by marking (X) for the correct answer.

___ Yes ___ No Are you presently, or have you ever been, an employee of the City of Danville?
If yes, which department? _____ When? _____

___ Yes ___ No Are there any members of your immediate family, who live in the same household, and currently employed by the City of Danville?
If yes, which department? _____ Name? _____

___ Yes ___ No Do you live inside Danville's city limits?

___ Yes ___ No If you do not live within Danville's city limits, if hired, will you move into the City limits?(see residency requirement page 1)

___ Yes ___ No Do you understand the City's "Drug Free Workplace" and "Code of Ethics" policies as summarized on page 1?

___ Yes ___ No Do you hold a valid Illinois Vehicle Operator's license? If not IL, what state _____
A valid Illinois driver's license is required for all positions except pool lifeguard.

___ Yes ___ No **Do you have a CDL (Commercial Driver's License)?**

___ Yes ___ No Have you ever been convicted of a crime? (Except Traffic Violations)
If Yes, please explain. _____

Applicants are not obligated to disclose sealed or expunged records of a conviction.

___ Yes ___ No Do you hold any technical or professional licenses? List type and issuing State. _____

___ Yes ___ No Have you served in the U.S. Armed Services, Reserves or National Guard? If yes, list branch and current status. _____

___ Yes ___ No Are you authorized to work in the United States?

Educational Background: Complete the following chart as thoroughly as possible. **City of Danville requires a minimum high school diploma or GED for any position. If hired, falsifying application information is grounds for termination.**

School or Level	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma Degree or GED
High School			9 10 11 12	___ Yes ___ No	
Jr or Community College			1 2	___ Yes ___ No	
College or School			1 2 3 4 Graduate School	___ Yes ___ No	

Technical School(Specify)				<input type="checkbox"/> Yes	
				<input type="checkbox"/> No	
Military					

Employment Background: Begin with current or most recent job, list your work history, including military service. It is assumed previous employers may be contacted unless you indicate otherwise.

Explain gaps in employment: _____

1. _____
Employer: _____ Employer Address & Phone (including city & state): _____

Dates Employed From: _____ To: _____ Job Duties/Job Title: _____

Skills Required: _____ Last Salary: _____ Reason for Leaving: _____
2. _____
Employer: _____ Employer Address & Phone (including city & state): _____

Dates Employed From: _____ To: _____ Job Duties/Job Title: _____

Skills Required: _____ Last Salary: _____ Reason for Leaving: _____
3. _____
Employer: _____ Employer Address & Phone (including city & state): _____

Dates Employed From: _____ To: _____ Job Duties/Job Title: _____

Skills Required: _____ Last Salary: _____ Reason for Leaving: _____
4. _____
Employer: _____ Employer Address & Phone (including city & state): _____

Dates Employed From: _____ To: _____ Job Duties/Job Title: _____

Skills Required: _____ Last Salary: _____ Reason for Leaving: _____
5. _____
Employer: _____ Employer Address & Phone (including city & state): _____

Dates Employed From: _____ To: _____ Job Duties/Job Title: _____

Skills Required: _____ Last Salary: _____ Reason for Leaving: _____

Other Training/Skills: Provide as much information as possible.

Yes No Have you received training in the field for which you are applying? If Yes, explain giving training program name, school or location of training, hours completed, and certificates received.

Which of the following skills do you possess and or have formal training in?

Typing WPM Computer Driving a Truck
 Operating Heavy Equipment Operating Mowing Equipment Commercial Drivers License
 Life Guard Training First Aid Training Radio dispatch
 Landscaping
 Other (please list) _____

Which computer skills do you possess?

Word Processing Data Bases Spreadsheets Programming
 Other (please list) _____

Additional Information: List any additional information you feel important to your application.

References: Give name, address and telephone number of three references who **are not** related to you and **are not** previous employers. References should be people who know of your skills and abilities and who can vouch for your character. (ie teachers, clergy, co-worker)

1. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

2. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

3. Name: _____ Phone: _____

Address: _____ City: _____

In what capacity does this person know you? _____

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Attention: Read the following statement carefully before signing application. Application must be signed.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that any investigation conducted may include a request for employment and educational history, credit reports, consumer reports, investigative consumer reports, driving record, and criminal history. I authorize any person, school, current and former employer, consumer reporting agency, and any other organization or agency to provide information relevant to such investigation and I hereby release all persons and corporations requesting or supplying information pursuant to such investigation from all liability or responsibility to me for doing so. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation. I further authorize any physician or hospital to release

any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand that I may be required to pass a drug-screening examination. I hereby consent to a pre-employment drug screen as a condition of my employment.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

Date: _____ Applicant's Signature: _____

Please check to see that you have answered all questions and that your application (including signature) is complete



The CITY OF DANVILLE, IL

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION for use by the City of Danville for employment purposes

I, _____, do hereby authorize a review and full disclosure of all records
(Print full Name, including Maiden Name if applicable)
concerning myself to the City of Danville, Illinois, including the Personnel Office and Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of information and records of law enforcement agencies, educational institutions, and former employers.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the City of Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the City of Danville, Illinois's agents including the Personnel Office or Police Department from any and all liability which may be incurred as a result of collecting such information.

I also understand that this authorization to furnish information is executed in consideration of my eligibility for employment with the City of Danville.

A photocopy of this release form will be as valid as the original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

Address: _____

City, State, Zip: _____

Date of Birth: _____

Social Security Number: _____

(Signature of Applicant - Full Name as Printed Above)

Date: _____

